



Current Research Information System

U.S. Department of Agriculture

Cooperative State Research,
Education, & Extension Service



HSI Education Grants Program FY 2006 Grantees' Conference

CRIS Reports: Annual and Final

Allen Moore

September 5, 2006

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Mission

The mission of CRIS is to document the activities of the USDA and the State agricultural research and education system partners, to satisfy a variety of reporting requirements, and to provide access to information.

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CRIS Content

- Information on publicly-supported activities
- Over 40,000 projects documented in CRIS
- Project data is dynamic, reflecting activity on each project from initiation through termination

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Who Contributes to CRIS?

Non-Federal Institutions

- 1862 Land Grants
- 1890 Land Grants and Tuskegee
- 1994 Land Grants (Tribal Colleges)
- Schools of Veterinary Medicine
- State Forestry Schools
- Non-State Cooperator Grantees

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Searching CRIS on the Web

- URL - <http://cris.csrees.usda.gov>
- Select the "Search Menu" option on CRIS home page
- Two search interfaces are available to the public
 - Assisted Search interface
 - Professional Search interface

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The screenshot shows the CRIS web site interface. At the top, there are navigation tabs for 'research', 'education', and 'extension'. Below these is a horizontal menu with 'Home', 'About CRIS', 'Search Menu' (highlighted with a blue circle), 'Reports', 'Help', and 'Contact Us'. On the left side, there is a 'Search CRIS' section with two main options: 'Assisted Search' and 'Professional Search', both indicated by blue arrows. Below these are links for 'Search Pending Projects' and 'Other Functions' (including CSREES Admin Functions, Manual of Classification, and Forms Assistance / Data Management). The main content area features a 'Current Research Information System' header, a welcome message, and a brief description of CRIS. On the right, there is a 'What's New in CRIS?' section listing recent updates like 'Avian Influenza', 'Food Safety (1)', 'Food Safety (2)', 'Mad Cow/BSE/Ritd', 'Obesity/Weight Control', 'Soybean Rust', 'Sudden Oak Death', and 'Tribal Education'. The footer contains various links including CRIS Home, CSREES, USDA.gov, Policies and Links, Grants.gov, REEIS, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House. The date 'Last Modified 08/28/2006' is also present.

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Contact CRIS

Information/Search Assistance

- Phone: 202-690-0123
- Fax: 202-690-0634
- E-mail: cris@csrees.usda.gov

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Where Does CRIS Get Data?

Information Provided to CRIS

- AD-416 (Research Resume)
- AD-417 (Research Classification)
- AD-421 (Progress Report)
- AD-418/419 (Financial/Staff Support)

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When are CRIS AD-421 Forms Requested???

- Notification by e-mail in month of start date anniversary
- Reports are due 90 days after anniversary date
- Programmatic contact notified when final technical report received

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To Submit CRIS Forms and Reports...

Go to CRIS

Forms Assistance:

<http://cwf.uvm.edu/cris>

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CRIS Forms Assistance

USDA United States Department of Agriculture
Current Research Information System

Forms Assistance

Home About Us CRIS Forms CRIS Manuals CRIS Search News Help Contact Us

You are here: [Home](#)

Welcome to the CRIS Forms Assistance Web site. This is designed to help guide you in completing and submitting the documentation for USDA-funded projects to be recorded in the Current Research Information System (CRIS).

Enter Forms

- AD-416 / AD-417
- AD-421
- NSCG AD-419
- USDA AD-418

Manage Data

- Administrative Functions
- Program of Research
- Reporting Checklist

Messages

Please Note:
Changes were made to the web forms Tuesday, August 22. See NEWS for details.

[Info for new CRIS administrative site contacts](#)

Latest data update from CRIS:
August 9, 2006

This site is developed and hosted by the
CALS Information Technology Office, University of Vermont.
Comments or questions: pdowner@uvm.edu or slang@uvm.edu
Last modified: March 14, 2006

CRIS Forms Assistance | USDA | CRIS | CSREES | NIMSS

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Select AD-421

USDA United States Department of Agriculture
Current Research Information System

Forms Assistance

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You are here: [Home](#)

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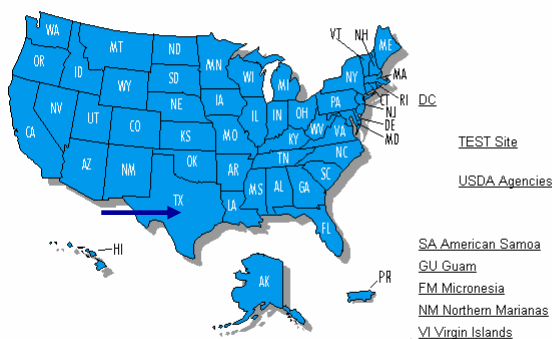
CRIS Forms Assistance | USDA | CRIS | CSREES | NIMSS

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Select your state

Select your state, territory or USDA agency/function for
AD-421 Progress/Termination Report and
AD-419 Research Funds and Staff Support forms

[Text Only](#)



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Select SERD and enter password

Texas sites for AD-421 forms

[Help for
this
screen](#)

Select the participating site where your information is to be collected:

- ☐ TEX - Agricultural Experiment Sta, Texas A&M Univ
- ☐ TEXV - College of Vet Medicine, Texas A&M University
- ☐ TEXX - Prairie View A&M University
- ☐ TEXY - Stephen F. Austin State University

Contact

[Alecia Arnold \(aa-arnold@tamu.edu\)](mailto:aa-arnold@tamu.edu)
[Alecia Arnold \(aa-arnold@tamu.edu\)](mailto:aa-arnold@tamu.edu)
[Adela Jackson \(adjackson@pvamu.edu\)](mailto:adjackson@pvamu.edu)
[Debbie Corbin \(dqcorbin@sfasu.edu\)](mailto:dqcorbin@sfasu.edu)

if you are not affiliated with or instructed to use one of the sites listed above, select the following option:

- ☐ NSCG - Non-State Cooperator Grant in Texas [Sue Lang \(slang@uvm.edu\)](mailto:slang@uvm.edu)
[Instructions and more about who should use this](#)

For SERD grants (CSREES Higher Education Program, International Program, Multicultural Alliance), use the following option:

- ☒ SERD - Science and Education Resource Development [Carolyn Deckers \(cdeckers@csrees.usda.gov\)](mailto:cdeckers@csrees.usda.gov)
[More about who should use this](#)

Enter the password:

Proceed

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Contact your CRIS site administrator for guidance and password if your projects are managed by the Experiment Station, Research Station (1890), Forestry School, or Vet School

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Enter investigator last name, e-mail, award number

Select a Project for AD-421 Progress / Termination Report

Enter Investigator last name: Email address:

Enter the Award Number:

(include hyphens, like: 2002-12345-1234)

Please include your email address so we can contact you in case of a problem with your report.

Place this project information on a form

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Select AD-421 Progress Report

Select Report Form for 2005-38905-03277



AD-421 Progress Report

Click the button above to enter and submit a SERD report to CRIS.

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Verify project information

Enter a Progress or Termination Report for 2005-38905-03277

[Help for this screen](#)

OMB Approved 0524-0042

U.S. Department of Agriculture AD-421 Progress Report U.S. Dept. of Agriculture, State Agricultural Experiment Stations and Other Institutions			Termination Date (Month, Day, Year) 07/14/2007
1. Accession 0203244	Agency Identification No. 2. CSREES 3. TEXE	5. Work Unit/Project No. TEXE-2005-06218	18. Project Type SERD Grant 2005-38905-03277
7. Title Hispanic Leadership Program for Research on Food and Agricultural Sciences			
12. Investigator Name(s) (Last Name and Initials) Garza, R.; Martinez, R.; Pina, M.			

General Instructions	If you need assistance	Past reports
Enter or modify the following information. Use the underlined links for Help . Press the "Check data" button at the bottom when finished.	If any project information is not correct, contact Carolyn Deckers at cdeckers@csrees.usda.gov	View CRIS record for this project

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Select Progress or Termination Enter/Paste project information

Select Report Type:	40. Period Covered	Additional Explanation
<input checked="" type="radio"/> Progress Report	07/15/2005 to 07/14/2006 (month/day/year) report progress for one year based on the start date anniversary	For all projects beginning on or after 10/01/2004 progress reports are due on the anniversary of the project start date. You cannot modify these dates. The report is 41 days past the due date (the grace period is 90 days).
<input type="radio"/> Termination Report	07/15/2005 to 07/14/2007 (month/day/year) termination reports summarize the lifetime of the project and change the project status in CRIS to terminated	You cannot modify the dates for a termination report; they must always reflect the lifetime of the project. If the project start or termination dates shown to the left are not correct, contact Carolyn Deckers (cdeckers@csrees.usda.gov)

Students Funded:

Faculty Hours Funded:

41. Progress/Termination Report: (Use complete sentences, limit to 3200 characters and spaces)

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Sample Help screen

Students Funded

Number of student benefiting from scholarships, internships, stipends or trips to professional activities paid with grant funds.

Faculty Hours Funded

A unit of measure that represents an hour of scheduled faculty work on grant program related activities during a specific reporting period. Usually a reporting period consists of twelve months for an annual report or the life of the project for a final report. The final report will report the cumulative value of all annual reports.

Progress Report

A progress report is the detailed account of the project to date, usually submitted annually, no later than 90 days following the anniversary date of the award.

Suggested elements to include in describing the progress report: 1. a comparison of actual project accomplishments (objectives, products... etc.) with the ones established for the reporting period (via the project's original timeline); 2. the reason(s) for any slippage if established accomplishments were not met, and 3. any additional pertinent information especially dealing with cost overruns or objectives not completed on time.

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Enter/Paste project information

43. Publications. (put a blank line between citations, do NOT number them, leave blank if no publications)

Enter the Products of the project. (Use complete sentences, limit to 3200 characters and spaces)

Enter the Outcomes of the project. (Use complete sentences, limit to 3200 characters and spaces)

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Enter/Paste project information

Enter the Dissemination Activities of the project. (Use complete sentences, limit to 3200 characters and spaces)

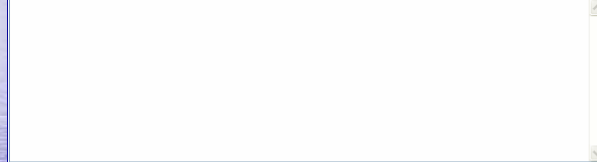
Enter the Future Initiatives of the project. (Use complete sentences, limit to 3200 characters and spaces)

Enter the Impacts of the project. (Use complete sentences, limit to 1600 characters and spaces)

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Check data for errors

[Enter the Impacts of the project.](#) (Use complete sentences, limit to 1600 characters and spaces)



→ (data validity check)

The information you entered will be checked for errors. This does **not** save or submit anything, but only checks to be sure the information you entered is acceptable.

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Correct errors then save data

Dissemination Activities: (4 characters)

aaaa

Future Initiatives: (4 characters)

aaaa

Impacts: (4 characters)

aaaa

PLEASE NOTE:

No detectable errors. However, spelling and grammar checking are your responsibility.

→ Save this information in the working file.

You must press this button to save this information in your site's collection file. Until you press this button, nothing is saved. You **should** see a Confirmation Screen. If you do **NOT** see the Confirmation Screen after you press the Save Report button above, contact Carolyn Deckers (cdeckers@csrees.usda.gov) before exiting from your browser. There is **NO** reason to lose your work! If you cannot reach Carolyn Deckers, [save your work](#) by copying and pasting the text from any Web form screen to a file, mail message, or any Windows or Mac wordprocessor or text editor such as Notepad.

Done

Internet

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Be sure to enter "Submit" after
saving data

(This may be a Site Administrator
function at your location)

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Contact CRIS

CRIS Web Forms Assistance

Carolyn Deckers

Phone: 202-690-0009

Fax: 202-690-0634

E-mail: cdeckers@csrees.usda.gov

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Questions?

Thank You!

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